

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I. Position Title: Justice Court Judge

Revision Date: 09/2014

EEO Category: Official/Administrator

Status: Exempt (Professional)

Control No: 20250

II. Summary Statement of Overall Purpose/Goal of Position:

An appointed Category 1 position that is appointed pursuant to 78A-7-202, Utah Code Ann. (and stands for periodic retention election pursuant to 78A-7-203, Utah Code Ann.) that serves as Sandy City Justice Court Judge in handling criminal, small claims and traffic cases and other judicial and administrative duties as defined by statute and the state Judicial Council.

III. Essential Duties

- Perform judicial duties in compliance with all statutory standards for the operation of Justice Courts, all standards promulgated by the Judicial Council, the Code of Judicial Conduct, and the Municipal Officers' and Employees' Ethics Act.
- Assume supervisory responsibility over the Sandy City Justice Court, including supervision of personnel, the court budget, and court operations.
- Representing the judicial branch of government within Sandy City.
- Maintaining effective communications and good relations with the executive and legislative branches of government within Sandy City.
- Attend court promptly at all regularly scheduled times and conduct judicial duties professionally and in compliance with all applicable policies, rules of evidence and procedure, and with due regard to the rights and interests of all parties, victims, and other affected persons and entities.
- Rapidly gather and assimilate pertinent court related facts.
- Organize and analyze a large number of court cases.
- Constructively render court decisions.
- Retain familiarity with cases and apply principals to cases.
- Effectively counsel others concerning laws, their rights, and standard court procedures.
- Render decisions under scrutiny as well as hostile and stressful circumstances.
- Relate positively and professionally with all people.
- Maintain level of patience and empathy with all people.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

**Education:** High school diploma or equivalent required; Pursuant to Article VIII, Sec. 11 of the Utah Constitution Justice Court Judges are not required to be admitted to practice law in the state as a qualification to hold office. However, applicants with college degrees and law degrees may be give preference.

**Experience:** At least four years of related legal experience.

**Knowledge of:** Laws affecting public and individual rights and obligations; Utah Rules of Criminal Procedure, Utah Rules of Evidence, Utah Rules of Small Claims Procedure, other court policies and procedures; City policies and procedures; legal terminology and court documents; public administration, management, and budgeting; public policy and ethical principles.

**Probationary Period:** Not Applicable.

**Responsibility for:** Using independent judgment to render decisions under hostile and stressful circumstances; maintaining a level of patience and empathy with all people; supervision of court personnel, and responsibility

over all court operations.

**Communication Skills:** Glean relevant information and inform the public regarding Sandy City Justice Court procedures; furnish and obtain information; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgment to deal with and influence people; requires well developed sense of strategy and timing; constant contact with the public regarding citations they have received; regular contact with police officers, defense attorneys, program providers, other judges, court administrators, and crime victims.

**Tool, Machine, Equipment Operation:** Regular use of a computer, printer, copy machine, and telephone system; frequent use of a calculator.

**Analytical Ability:** Great initiative and ingenuity is necessary; collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations; concentrate and function effectively and independently under heavy workload demands.

**Special Conditions:** Must be a United States citizen, 25 years of age or older, a Utah resident for at least 3 years immediately preceding appointment, and a resident of Salt Lake County or an adjacent county.

Must attend an orientation seminar and be certified by the Judicial Council, prior to assuming office, and be timely certified by the Judicial Council.

Must attend at least 30 hours annually of continuing education approved by the Judicial Council.

Must continue to comply with evaluation and performance criteria established by the Utah Judicial Performance Evaluation Commission and applicable Utah law.

As a full-time justice court judge an individual may not maintain any law practice.

May not hold any office or employment including contracting for services in any justice agency of state government or any political subdivision of the state including law enforcement, prosecution, criminal defense, corrections, or court employment.

May not use Court personnel or facilities for private business or legal practice without express written authorization of the City.

May not own or be employed by any business entity which regularly litigates in small claims court.

#### VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Great pressure and fatigue are present in this position due to moderate exposure to stressful situations, overtime, and deadlines; constant attendance is required; some stress and threat of injury may be associated with the position due to the nature of the work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_